

# My Reserve Orders

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**Introduction** The following guide provides information for requesting Active Duty Orders.

The following Orders can be requested in Direct Access:

- Active Duty for Training (ADT)
  - ADT-AT (Annual Training)
  - ADT-OTD (Other Training Duty)
- Active Duty for Other than Training (ADOT)
  - Active Duty Operational Support Active Component (ADOS-AC)
  - Active Duty Operational Support Reserve Component (ADOS-RC)

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**References**


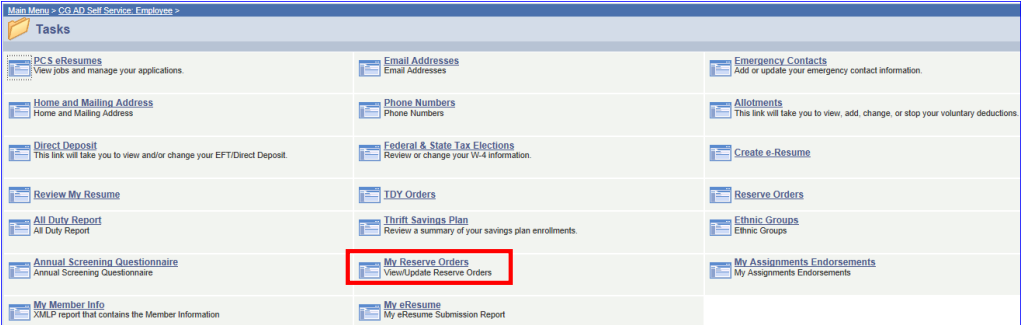
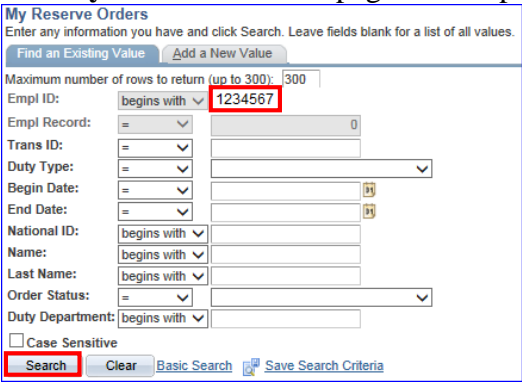
- (a) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
- (b) [Coast Guard Pay Manual, COMDTINST M7220.29\(series\)](#)

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## My Reserve Orders, Continued

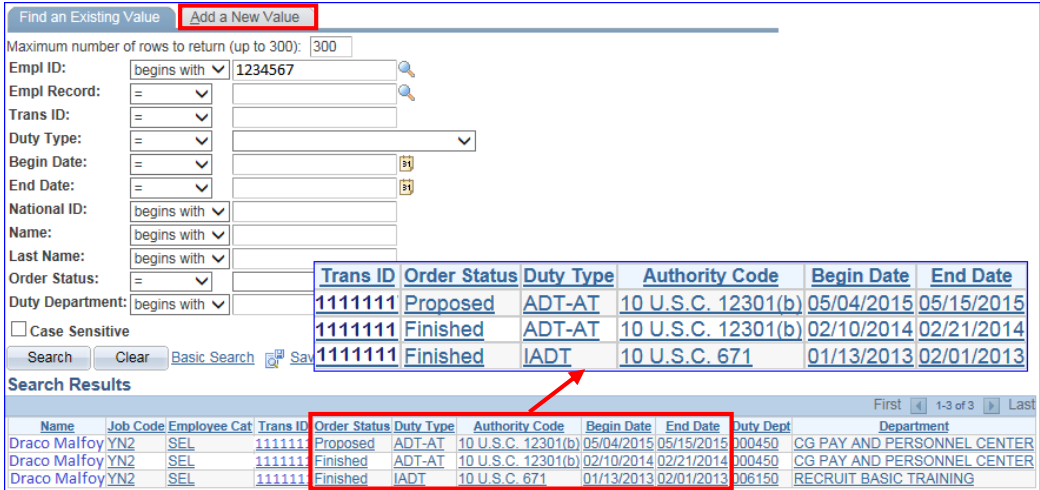
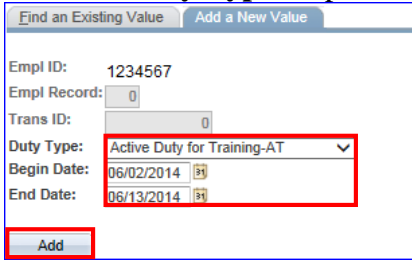
Procedures See below.

Step	Action
1	<p>Prior to submission for Active Duty Orders, ensure orders will not overlap dates for any previously submitted orders or IDTs.</p> <p>Select <b>My Reserve Orders</b> from the Tasks menu of the Employee pagelet. Select <b>11 More...</b> if necessary to access the My Reserve Orders link.</p>  <p>Click on the <b>My Reserve Orders</b> link.</p> 
2	<p>The <b>My Reserve Orders</b> page will display.</p>  <p>Click the <b>Search</b> button.</p>

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## My Reserve Orders, Continued

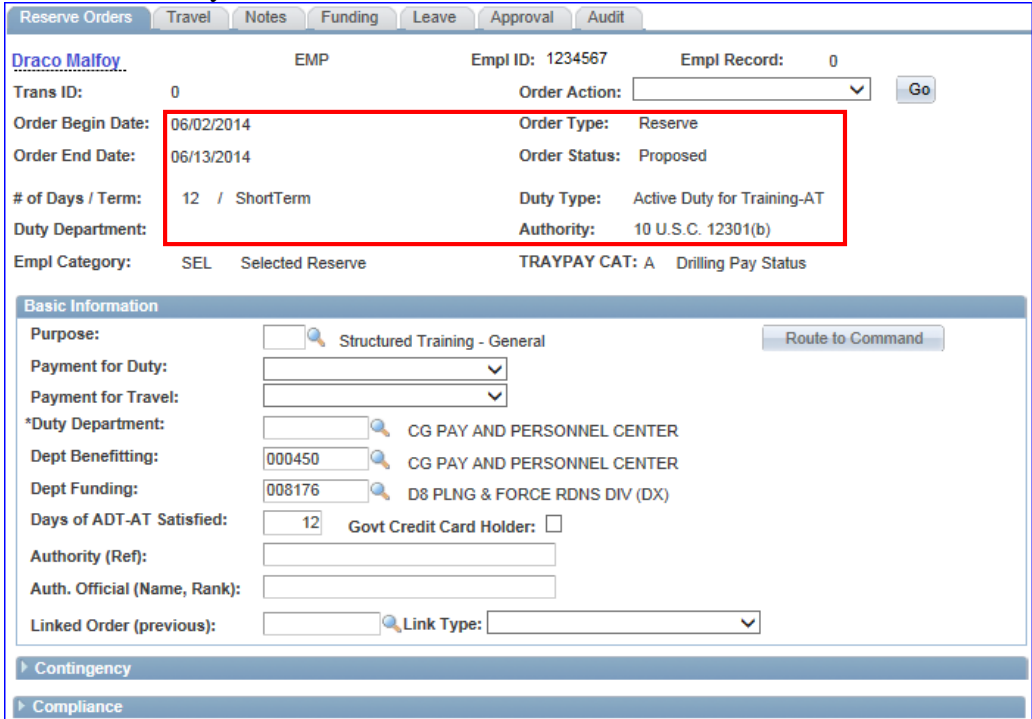
### Procedures, continued

Step	Action
3	<p>All Reserve Active Duty Orders will be displayed. Ensure any orders already in an “Authorized” or “Finished” status do not overlap a new request for Active Duty orders. There may be several orders with overlapping dates in a “Proposed” status.</p> <p>Once a request for Active Duty Orders has been entered and saved, the <b>Duty Type</b>, <b>Begin Date</b> and <b>End Date</b> cannot be edited and a new request must be submitted.</p>  <p>Click the <b>Add a New Value</b> Tab</p> <p>Click the <b>Duty Type</b> drop-down and make a selection.</p>  <p><b>Duty Types:</b></p> <ul style="list-style-type: none"> <li>Act Dty Operational Support-AC</li> <li>Act Dty Operational Support-RC</li> <li>Active Duty for Health Care</li> <li>Active Duty for Training-AT</li> <li>Active Duty for Training-OTD</li> <li>Extended Active Duty</li> <li>Initial Act Duty Training-IADT</li> <li>Invol Active Duty, Title 10</li> <li>Invol Active Duty, Title 14</li> <li>Medical Hold</li> </ul> <p>Enter the <b>Begin Date</b> and <b>End Date</b> and click the <b>Add</b> button.</p>

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## My Reserve Orders, Continued

Procedures,  
continued

Step	Action
5	<p>The <b>Reserve Orders</b> page will display with the specific order information:</p> <ul style="list-style-type: none"><li>• Order Begin and End Dates</li><li>• # of Days/Term</li><li>• Order Type</li><li>• Order Status</li><li>• Duty Type</li><li>• Authority</li></ul> 

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# My Reserve Orders, Continued

Procedures,  
continued

6

Step

Action

Complete the **Basic Information** section.

Basic Information

Purpose:

AT

Structured Training - General

Payment for Duty:

Pay and Allowances

Payment for Travel:

Single Travel Claim

\*Duty Department:

000450

CG PAY AND PERSONNEL CENTER

Dept Benefitting:

000450

CG PAY AND PERSONNEL CENTER

Dept Funding:

008176

D8 PLNG & FORCE RDNS DIV (DX)

Days of ADT-AT Satisfied:

12

Govt Credit Card Holder:

☐

Authority (Ref):

Auth. Official (Name, Rank):

Linked Order (previous):

Link Type:

Route to Command

Contingency

Compliance

Purpose - Click the Purpose lookup icon and make a selection.

Search Results

View 100

First

1-47 of 47

Last

Purpose of Duty	Short Description	GL	SummerStoc
AB	Pub Affair	GMT	GMT
AC	ContinPrep	IO	Ice Ops
AD	R & D	ITP	ITP
ADM	Admin	LC	LE Conting
AE	Eng & Log	LE	LE Ops
AF	F&S, Inven	MC	MEP Conting
AG	Op Intel	ME	MEP Ops
AH	Civ Rights	MED	Medical
AI	Security	MI	VsInspDoc
AK	Health Svc	NC	ATONConting
AL	Legal Gen	NR	Radio Nav
AN	ATON Ops	NUT	Weight/Nut
AP	Personnel	OC	Olympics
AQ	Acquisitio	OMP	OMSEP
AS	SafOccHlth	PC	PS Conting
AT	Trng Gen	PHA	PHA
AW	C3	PS	PS Ops
BA	BoatSafety	SC	SAR Conting
BC	BoatConting	SP	Space Pgm
DC	Def Conting	SR	SAR Ops
DH	Dental	SUP	(blank)
DO	DefenseOps	SWE	RSWE
DR	DisastResp	VT	VTS

Payment for Duty - Click the Payment for Duty drop-down and make a selection. Defaults to Pay and Allowances for ADT-AT orders and cannot be edited.

No Duty Pay (Points Only)

Pay and Allowances

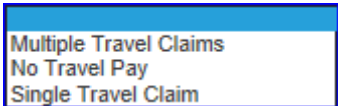
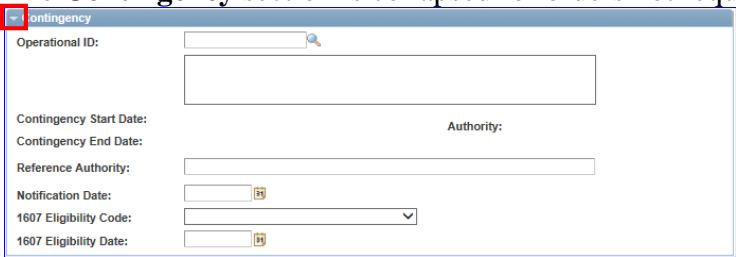
No Duty Pay (Points Only) – Used if member is performing active duty for retirement points only.

Pay and Allowances – Used if member is performing active duty for pay/allowances.

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## My Reserve Orders, Continued

Procedures,  
continued

Step	Action
6 (cont)	<p><b>Payment for Travel</b> - Click the Payment for Travel drop-down and make a selection.</p>  <ul style="list-style-type: none"> <li>Multiple Travel Claims – Used if member will be on extended orders and authorized to submit multiple claims.</li> <li>No Travel Pay – Used if travel payment in accordance with JFTR is not authorized.</li> <li>Single Travel Claim – Used if member will be submitting a single claim upon completion of orders.</li> </ul> <p><b>Duty Department</b> – Enter the department ID where the duty will be performed.  <b>Dept Benefitting</b> – Defaults to members permanent duty assignment  <b>Dept Funding</b> – Defaults to the department associated with the Dept Benefitting previously entered  <b>Days of ADT-AT Satisfied</b> – Defaults to the number of days these orders may be used to satisfy the ADT-AT requirement up to 15.  <b>Authority</b> – May be left blank or enter the authority announcing the active duty.  <b>Auth. Official (Name, Rank)</b> – Enter the unit member authorized to approve the orders.  <b>Linked Order (previous)</b> – Usually left blank, if used, click the lookup icon and select the applicable previous orders.  <b>Link Type</b> – Usually left blank, used in conjunction with Linked Order field and when requested orders are to be performed for: <ul style="list-style-type: none"> <li>Back- to-Back</li> <li>Medical Hold</li> <li>Release from Active Duty orders</li> </ul> </p>
7	<p>The <b>Contingency</b> section is collapsed for orders not requiring a contingency.</p>  <p>If required click the expand arrow and enter the Contingency data provided by the order issuing authority.</p>

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## My Reserve Orders, Continued

### Procedures, continued

Step

8

Action

The **Compliance** section is collapsed at all times. Click on the expansion arrow to validate the member is in compliance with order eligibility requirements.

Orders cannot be routed for authorization when in a non-compliant status. The discrepancy must be corrected before orders can be routed for approval.

Compliance

Overall Compliance:

Compliant

Recalculate

Customize | Find | View All | First 1-14 of 14 Last

Summary

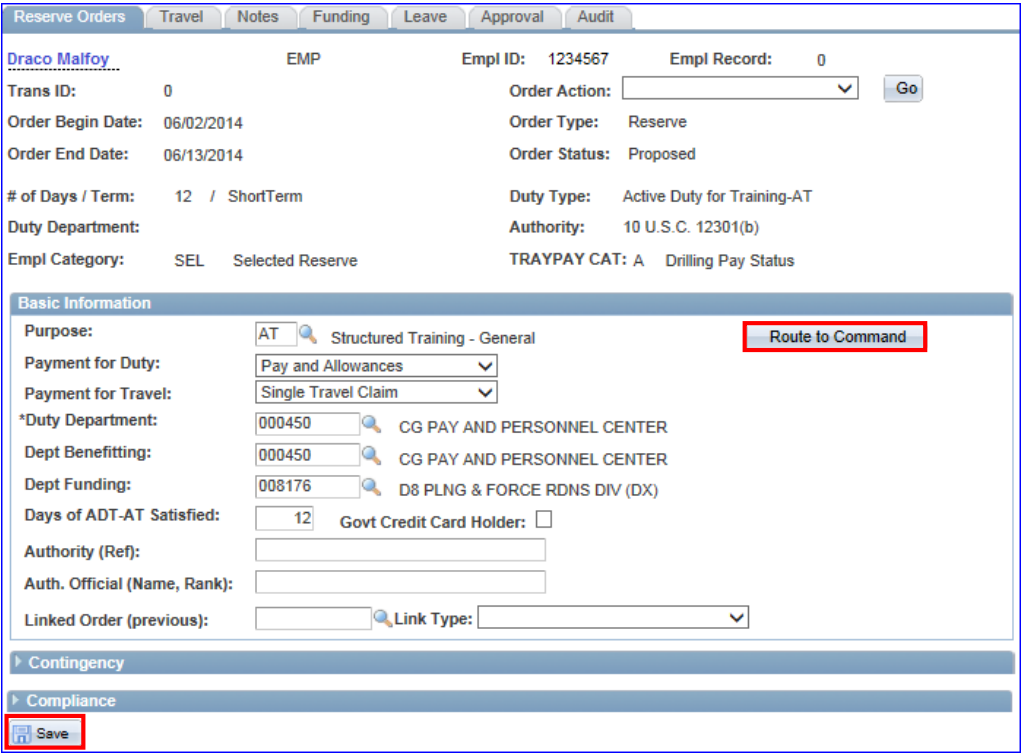
Waiver

Rule ID	Description	Compliant	Waiver?
Age80	Age 59 Maximum	Compliant	N
1095end	Maximum ADOS days at order end	Not Applicable	N
16yADSrv	16 Year maximum AD Service	Not Applicable	N
30yTCS	30 year TCS Officer	Not Applicable	N
WeighComp	Last Weigh-In Compliant	Not Applicable	N
30dADT	30 Day ADT-OTD Maximum	Not Applicable	N
Drill	Scheduled Drill Conflicts with Order dates	Compliant	N
1095beg	Maximum ADOS days at order begin	Not Applicable	N
30yTIS	30 year TIS Enlisted	Compliant	N
WeighIn	Last Weigh-In Completed	Not Applicable	N
ORDOverlap	Overlapping orders	Compliant	N
20yADSrv	20 Years maximum AD Service	Not Applicable	N
TraPayCat	Training Pay Category Check	Compliant	N
ObligServ	Insufficient Reserve Obligated Service	Compliant	N

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## My Reserve Orders, Continued

### Procedures, continued

Step	Action
9	<p>When the <b>Reserve Orders</b> Tab is completed and the <b>Overall Compliance</b> field reads <b>Compliant</b>, click the <b>Save</b> button.</p> <p>The <b>Route to Command</b> button will now be activated. Click the Route to Command button.</p>  <p>The screenshot displays the 'Reserve Orders' form for Draco Malfoy. The 'Overall Compliance' field is 'Compliant'. The 'Route to Command' button is highlighted in red. The 'Save' button is also highlighted in red. The form includes tabs for Reserve Orders, Travel, Notes, Funding, Leave, Approval, and Audit. The 'Basic Information' section contains fields for Purpose, Payment for Duty, Payment for Travel, Duty Department, Dept Benefitting, Dept Funding, Days of ADT-AT Satisfied, Authority (Ref), Auth. Official (Name, Rank), and Linked Order (previous). The 'Contingency' and 'Compliance' sections are also visible.</p>

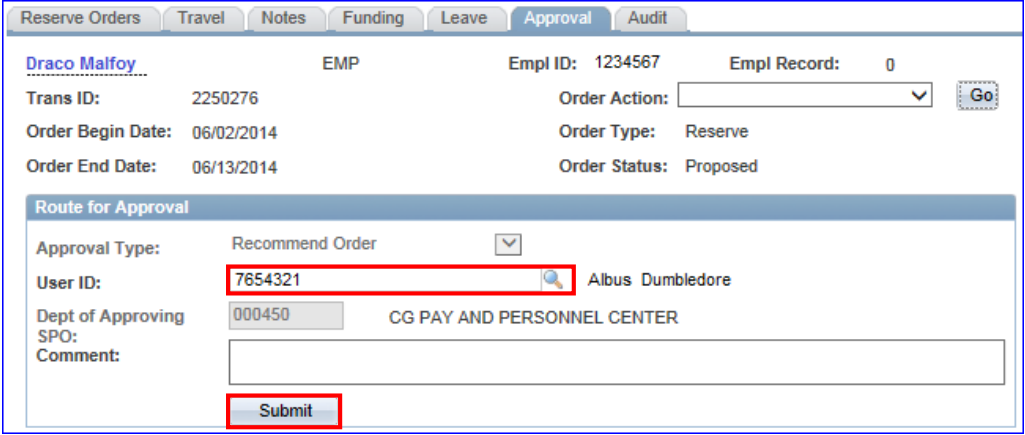
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## My Reserve Orders, Continued

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### Procedures, continued

Step	Action
10	<p>The <b>Approval</b> Tab will display.</p> <ul style="list-style-type: none"><li>• <b>User ID</b> - Enter the User ID for the command representative authorized to approve the request, then Tab to display the approver's name. Or click the User ID lookup icon to select an approver.</li><li>• <b>Comment</b> - Enter any comments for the approving official.</li><li>• Click the <b>Submit</b> button.</li></ul> 
	The request for orders will be forwarded for command approval and processing.

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